

REQUEST FOR EXPRESSIONS OF INTEREST **CONSULTING SERVICES**

Selection # as assigned by e-Tool: JA-T1164-P003

Selection Method: Simplified Competitive Selection (SCS)

Country: *Jamaica*

Sector: *Private Sector*

Funding – TC #: ATN/CO-17246-JA

Project #: JA-T1164

TC name: *Support to Jamaica's Innovation Ecosystem for Promoting Innovative Firms*

Description of Services: *The objective of this consultancy is to design and implement a practical Monitoring, Evaluation, Accountability, Learning and Stories (MEALS) strategy that will support the DBJ in building capacity to conduct real-time monitoring and periodic reporting and evaluation of the BIGEE loan program.*

Link to TC document: <https://idbg.sharepoint.com/teams/EZ-JA-TCP/JA-T1164>

The Inter-American Development Bank (IDB) is executing the above mentioned operation. For this operation, the IDB intends to contract consulting services described in this Request for Expressions of Interest. Expressions of interest must be delivered using the IDB Portal for Bank Executed Operations (<http://beo-procurement.iadb.org/home>) by: June 7th, 5:00 P.M. (Washington D.C. Time).

The consulting services (“the Services”) include the development of a digitized and gender sensitive monitoring and evaluation strategy to support the loan program JA-L1085. Importantly, the strategy must also include a framework for monitoring and evaluating climate, environmental, and social related projects. For each of the twelve instruments indicated in Par 1.6, the strategy will address: (i) pre-treatment processes covering at least the selection (information about evaluators, the evaluation inputs and outputs such as scores, etc., information about applicants, etc.) and the assignment into treatment (identification of actual compliers and non-compliers of the assignment, etc.); (ii) the treatment (value, intensity, dosage); (iii) the collection of baseline and follow up data of outputs (expressed in physical and financial terms) and outcomes (for beneficiaries and control units). Quantitative information will be complemented with qualitative information describing process maps and outcomes maps. This will support informed decision making in improving the program’s selection methods, operations, and achievement of outcomes and will support reporting and communicating operational and financial progress at the project and program level including stories sharing the impact of the program.

The consultant should provide advisory and technical support to strengthen the DBJ’s MEALS strategy and institutional capacity for monitoring and evaluating innovation funds and activities developed under the loan JA-L1085 “Boosting Innovation, Growth, and Entrepreneurship Ecosystems” (BIGEE). Build technical capacity for the DBJ staff to collect, monitor, evaluate, and share data on innovation funds and support activities.

Also it should support and guide the elaboration of a dynamic online platform and Dashboard for the DBJ’s results that is linked to the web site and uses as inputs the online platform previously described and design a monitoring and evaluation plan (in the form of a practical manual with templates for data collection and

management) that details the monitoring processes that need to occur over timeframe of the programs in order to meet to conduct robust periodic evaluations.

Key Activities

1.1. Inception Meeting, Desk Review, and Progress Reporting:

- Attend a project kick-off meeting with the DBJ and IDB to discuss project objectives, approach, expected outputs and outcome, and any other issues related to the execution of the consultancy.
- Conduct a desk review which includes an analysis of the technical cooperation grant document JA-T1164, the entrepreneurship and innovation ecosystem mapping of Jamaica, the JA-L1085 loan document and its annexes (which includes the program's results framework), relevant legislative and policy framework, evaluation reports of similar innovation support/instruments, entrepreneurship and innovation indicators and other such data relevant for a comprehensive and robust analysis of the current state of the innovation ecosystem and specifically, the high tech sector in Jamaica.
- Provide bi-monthly (twice a month) status updates on the progress of implementation to the project steering committee. Hold virtual meetings as necessary to discuss issues.

1.2. Design the MEALS Strategy

- Design process maps that cover all procedures and internal workflows. Map the processes for each instrument in terms of steps within the process (i.e. calls for proposals, selection and evaluation of proposals, etc.) and the type of data that must be collected at each step including the frequency of data collection and how information/data is collected, used, stored, protected, and made obsolete. Maps will be instrumental inputs to the evaluation strategy.
- Update the existing monitoring strategy¹ for the program's proposed instruments.
- Update the existing evaluation strategy. Include the design of the terms of reference for the evaluation of the program with particular reference to evaluating relevance, effectiveness, efficiency, and sustainability.
- Propose the design for reporting surveys² that collect data on participants and non-participants. Include the expected timelines for executing such surveys. Variables must include outcomes and all covariates necessary to implement the evaluation strategy (for instance, observables or proxies of unobservables of beneficiaries, team members and projects if propensity scores are to be used or scores and running variables if regression discontinuity are to be used). Outcomes could include innovation related indicators, entrepreneurship indicators, and performance-based indicators (such as sales, etc.). Covariates can include psychometric variables, gender related indicators, demographics, sectoral variables, geographical variables, etc. It is also important to set an appropriate collection strategy for baselines and follow up lines differentiating open windows from specific timebound calls.
- Conduct necessary activities to validate newly designed surveys. Collection instruments should observe existing references advanced by the IDB for similar programs and should be socialized with the IDB for feedback. Instruments should also be piloted for in the field validation prior to full deployment.

¹ Draft M&E Plans were prepared for the Innovation Fund, Seed Fund and the Institutional Strengthening Components. As such, the Consultant may review and strengthen/ enhance accordingly.

² A draft instrument was developed for the Innovation Fund (Using Microsoft Forms). As such, the Consultant may review and update this instrument.

- Establish mechanisms for real-time data display dashboards, identification and communication of success and failure stories, and sensitization strategy for sharing stories on the progress of the project and the loan program.
- Design outcome maps to track the transit across the results chain, identifying challenges addressed, strategies considered and followed to solve these challenges and the implications on the specific links in the results chain (how these challenges and the solutions impacted the deployment of outcomes and the achievement of outcomes)

1.3. Data Collection and Monitoring

- The consultant is expected to lead the design and implementation of a dynamic online platform using available platforms (such as Zoho or Knack) to update the data collection processes within the DBJ. The platform should handle the collecting of multiple indicators for different projects collected at various frequencies.
 - Ensure an adequate friendly interface to gather the indicators collected at project level, updated quarterly and with various levels of edition.
 - Ensure that data collected will be stored adequately with all the security filters.
- Support and guide the elaboration of an interactive dashboard for DBJ's results that is linked to the web site and uses as inputs the online platform previously described. The visualization should include graphical comparison of the main indicators over time, across innovation funds, and comparing progress across baseline and targets. Graphs and charts may be included to ensure the easy understanding of the DBJ's work.
- Ensure the monitoring mechanism collects timely data on output and outcome indicators identified under the results matrix of the JA-L1085. Guarantee that all data is digitalized and can be merged with other databases through unique identifiers. Output indicators of the results matrix should follow the preparation cycle of the Progress Monitoring Reports. Actual baselines for outcomes should be updated constantly according to the enrollment of new beneficiaries and follow up lines for treated and control units should be at least collected once during the last year of execution of the program in consistency with the timing for the preparation of the Project Completion Report of the Program.
- After implementation, the consultancy is expected to work with the DBJ team in making necessary adjustments in order to effectively monitor and gather data as outlined in the MEALS strategy.

1.4. MEALS Training:

- Design training material for implementing the MEALS strategy.
- Execute virtual training sessions for staff with the aims of building capacity for completing IDB required project monitoring reports (PMRs) and program completion reports (PCRs). The training should be recorded and posted online for future reference. Trainings should cover the following:
 - The Purpose of a MEALS
 - The fundamentals results-based management, theory of change, logic model development, and evaluation methodologies
 - Basics on data collection, data cleaning, data analysis and performance reporting to project beneficiaries and other stakeholders
 - Measuring for evaluating and reporting on relevance, effectiveness, efficiency, and sustainability of the program
 - Practical hands-on exercises
 - Understanding/operationalizing how to carry out the M&E Plan of the loan and the basics on M&E theory (including the basics on the types of evaluations and monitoring for collecting data as input into evaluations)

- Explain the theory of change explaining the target population, the specific treatment, and why is it expected for that treatment to generate the expected outcome/impact.
- Explain the identification strategy, how the control units will be defined, how the donor pool will have enough observations to prevent contamination, how is the identification sustainable in the face of spillovers, etc.
- Power analysis to see what are the minimum detectable effects that are possible to be measured with specific sample sizes
- Explain how the identification strategy will operate being specific on the methodology and the actual inputs (instruments, outcome variables, running variables, matching covariates, etc.) that will be used to carry out the strategy,

Eligible consulting firms will be selected in accordance with the procedures set out in the Inter-American Development Bank: [Policy for the Selection and Contracting of Consulting firms for Bank-executed Operational Work](#) - GN-2765-1. All eligible consulting firms, as defined in the Policy may express an interest. If the Consulting Firm is presented in a Consortium, it will designate one of them as a representative, and the latter will be responsible for the communications, the registration in the portal and for submitting the corresponding documents.

The IDB now invites eligible consulting firms to indicate their interest in providing the services described above in the [draft summary](#) of the intended Terms of Reference for the assignment. Interested consulting firms must provide information establishing that they are qualified to perform the Services (brochures, description of similar assignments, experience in similar conditions, availability of appropriate skills among staff, etc.). Eligible consulting firms may associate in a form of a Joint Venture or a sub-consultancy agreement to enhance their qualifications. Such association or Joint Venture shall appoint one of the firms as the representative.

Interested eligible consulting firms may obtain further information during office hours, 09:00 AM to 05:00 PM, (Washington D.C. Time) by sending an email to: kaylaq@iadb.org

Inter-American Development Bank

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